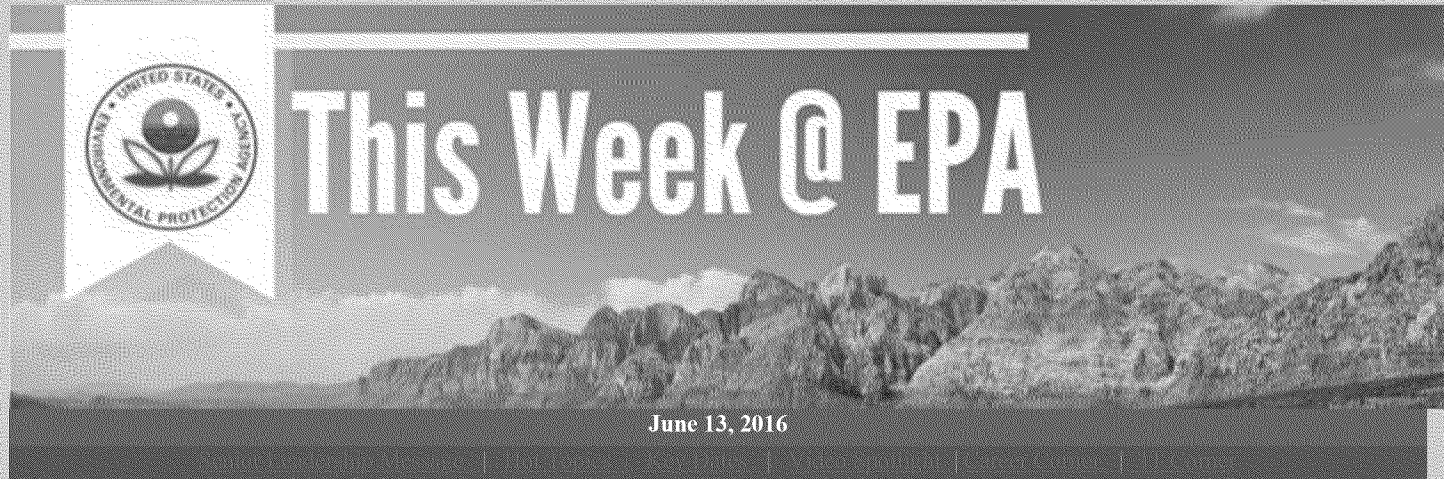


To: This Week @ EPA[epanews@epa.gov]
From: This Week @ EPA
Sent: Mon 6/13/2016 2:02:42 PM
Subject: [Jun 13] Trash Free Waters, EJ Technical Guidance, New Fillable PARS forms, Instructor-led Training, Webinar on Teleworking Effectively



Senior Leadership Message



Good morning everyone,

We work hard every day to address harmful waste practices, but unfortunately some harmful practices still go unaddressed. As EPA employees, we should pay attention every day to generate less waste and properly dispose of the waste we do generate in order to lead by example in our communities.

One example of a harmful waste practice is how we have treated our waterways. We have turned our oceans, for instance, into landfills. Eighty percent of trash in the ocean comes from land, and 80 percent of that trash is plastic. This plastic isn't just coming from cruise liners or boats, but rather it is washing off streets and

beaches into storm drains and sewage treatment plants. This is also happening to lakes, rivers, streams and estuaries. Ocean waves and river currents can act just like paper shredders, tearing plastic apart until it is sometimes the size of a grain of sand.

Tiny plastic debris presents a hazard to wildlife. By 2025, for every three pounds of fish in the ocean, there will be one pound of plastic. Animals can become entangled in fishing line or confuse tiny bits of plastic for food. They choke on it or are damaged by it.

The Trash Free Waters Initiative is spearheading EPA's efforts to reduce plastic pollution discharges to our waters to zero within the next 10 years. To achieve this goal, we need everyone's help. I encourage all of you to waste less, reuse and recycle, and properly dispose of the waste that cannot be avoided.

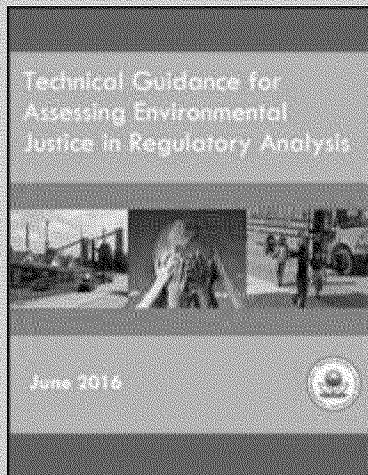
Learn more about marine debris and EPA's important [Trash Free Waters program](#).

Judith A. Enck

Regional Administrator, Region 2

Hot Topics

A Milestone for Environmental Justice: EPA's EJ Technical Guidance

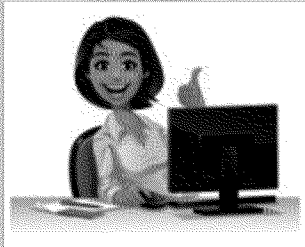


Last week marked an important milestone in EPA's efforts to ensure environmental justice is considered in our regulatory work – the release of EPA's *Technical Guidance for Assessing Environmental Justice in Regulatory Analysis*. Commonly known as the EJ Technical Guidance, this document provides the information and direction EPA analysts need on **how** to assess environmental justice concerns during regulatory analysis. This resource complements the *Guidance on Considering Environmental Justice During the Development of Regulatory Actions* (EJ ADP Guide), which provides information on **when** EJ should be taken into account during development of national regulatory actions.

Completion of the EJ Technical Guidance realizes the last commitment made under EPA's Plan EJ 2014. It also sets the stage to deliver on key aspects of the draft EJ 2020 Action Agenda, EPA's next environmental justice strategic plan for 2016-2020.

Through EJ 2020, EPA will use the EJ Technical Guidance to ensure that environmental justice is appropriately analyzed, considered and addressed in EPA rules. This will be accomplished by implementing training, monitoring, evaluation and community involvement, including periodic assessments of how EPA is conducting EJ analyses, as a hallmark of EJ 2020 will be continuous learning and improvement.

**You asked for it. We did it! Lean makes your work easier:
PARS forms now fillable**



Your ideas in action

Have you experienced formatting issues when completing your PARS agreement each year? You are not alone.

To ease your pain and demonstrate the power of Lean, the [Lean Action Board \(LAB\)](#) delivers "Quick Wins"—immediate improvement that can have big impacts for large numbers of employees. The first Quick Win responds to one of your ideas from the [Lean Into Change Greenspark Challenge](#).

The Office of Administration and Resources Management developed a [fillable PARs form](#), saving everyone the time and headache of reformatting that the Word document required.

If you have suggestions for other "Quick Wins" the LAB could tackle, please send them to lean@epa.gov. Look for a new "Quick Win" each quarter!

Key Dates



Click on each event below to get more details.

Click on the "Add to Calendar" button to add an event to your Outlook calendar.

If you see a log-in screen, please click on your EPA email, or if prompted, enter your email and network password.

Happening This Week:

Video Spotlight

Making a Visible Difference in Lawrence, MA

Learn more about how EPA is working with the community members in Lawrence, MA to come up with the resources and creative solutions to help revive their neighborhood.

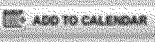
Jun 15: [National LGBT Pride Month event](#) 

Jun 15: [Webinar: Web of Science Bibliometrics](#) 

Jun 16: [Webinar: Cultural Competence 101](#) 

Jun 16: [Webcast on National Wetland Condition Assessment](#) 

Coming Soon:

Jun 21: [Webinar: Can a City be Sustainable?](#) 

Jun 21: [Webinar: Web of Science Bibliometrics](#) 

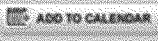
Jun 28-30: [OEI Symposium and Training Conference](#) 


Sept 30: [Deadline: Continuity of Operations Awareness Mandatory Training](#)



Sept 30: [Deadline: Information Security Awareness Mandatory Training](#)



Sept 30: [Deadline: The No FEAR Act Mandatory Training](#) 

Sept 30: [Deadline: Anti-Harassment Mandatory Training](#)  *(Course coming soon)*



(video length 1:57)

Career Corner

IT Corner

EPA eLearning Includes Instructor Led Courses

Free Webinar Focuses On Teleworking Effectively

Did you know that the EPA eLearning



site includes instructor-led courses? You can find them by following these steps:

- Visit the [eLearning](#) homepage;
- Click on the Upcoming Events tab;
- Click the link for [instructor led courses](#).

There are currently three instructor-led courses available in a number of locations:

1. **[Federal Employee Retirement Seminars](#)** – This course will help employees planning to retire soon review what they need to know about federal employee retirement. (Current courses for DC-only, check back for classes in other locations.)
2. **[Career Leverage Inventory](#)** - This course will help employees clarify their individual goals, and identify what directions (in addition to verticals) they can take within the organization to reach their career objectives. (Current courses for DC-only, check back for classes in other locations.)
3. **[Telework](#)** – This course is available to employees and managers to provide information on the recently updated telework guidance. Please note, the one group that this course is *not* for is employees that are under the AFGE Bargaining Unit as the AFGE [Flexiplace Agreement](#) remains in place while EPA management and AFGE negotiate a new agreement.



Do you know the differences between using your EPA laptop and your personal computer while teleworking? If not, you should attend the new “Teleworking Effectively” webinar open to all EPA employees.

Participants of this free training event will also learn how to access the information they need and connect with coworkers while working remotely. This class covers how to access the EPA network, how to work on shared drive and OneDrive documents, and how to maximize the use of your Office tools while teleworking.

It only takes three clicks to register for this and other free IT training webinars.


1. Go to the [IT Training Webinar Calendar](#) on the [IT Training Program SharePoint site](#).
2. Find the course/training that suits you and click the course link.
3. Select the “Register for Training” block, and click “Submit”. Within minutes, you will receive a confirmation email with an “add to calendar” option.

The IT Training Program offers all EPA employees and Senior Environmental Employment grantees professional, live training on standard Agency software. Courses are one- to two-hours long and are broadcast via Adobe Connect.





Check out these new courses:

- [Teleworking Effectively](#)
- [Microsoft Word: Graphics and Tables](#)

Reminder: The FY 2016 mandatory training deadline is September 30. You can review your required training on the eLearning site through the Learning Plan & Mandatory Training link at the top of the eLearning homepage.

-  Microsoft Excel 1 & 2

Ongoing courses include:

-  Effective Virtual Meetings
-  Building a SharePoint Community Site
-  Intro to Accessible Microsoft Words
-  SharePoint Virtual Office Hours ... and more!

We would love to hear your feedback about this newsletter. Please contact us at: internalcomms@epa.gov | <http://intranet.epa.gov/internalcomms>

Looking for previous editions of the Newsletter? Go to the [Newsletter Archive](#)

Banner image credit: EPA Chief Photographer Eric Vance, taken at Red Rock Canyon National Conservation Area, Las Vegas, NV